

All:

The purpose of these emails is to inform users of important updates or enhancements to the GEARS financial system and/or changes and reminders in reference to work processes. The emails are distributed to all people that have a GEARS user account. Upon receipt, please review the emails for any information that may be pertinent to your position and department. All previous GEARS update emails can be found on the courtnet GEARS site under the [Archived Messages](#) link.

PROCURE TO PAY:

Requisitions –

1. Requisitions associated with AY23 only:

- a. Can be entered into GEARS effective today, February 3.
- b. As always, please start your requisition name with the appropriation year “AY23” for easy identification. This naming convention should be used for all requisitions throughout the year. Additional details and information can also be entered in the comments section.
- c. Please ensure that the correct “AY2023” Appropriation Year is referenced in the chartfield distribution line(s).
- d. Please have the requisition approved.**
- e. **Do not budget check the requisition.** If a user happens to budget check the requisition, you should receive a budget status of “error”, due to the entry date of the requisition.
- f. The GEARS Team will perform a weekly process to change the accounting and budget dates on the requisitions to coincide with AY2023 (required) and perform a mass budget check. This process will be done on a regular basis and as needed to allow the Department of Procurement (DPCGA) time to issue the AY23 purchase orders. AY23 purchase orders cannot be used or have any activity associated with them prior to July 1.

- g. Please ensure that FY23 requisitions are entered as early as possible. DPCGA will communicate further information with due dates.

2. Requisitions associated with AY22 and AY23 both:

- a. Must be entered as two different requisitions.
- b. Can process the AY22 requisition as currently done and complete the full process.
- c. Any AY23 requisitions would need to follow the process noted above in B-1.

If you should any questions about the above information, please feel free to contact me.

Thank you,



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